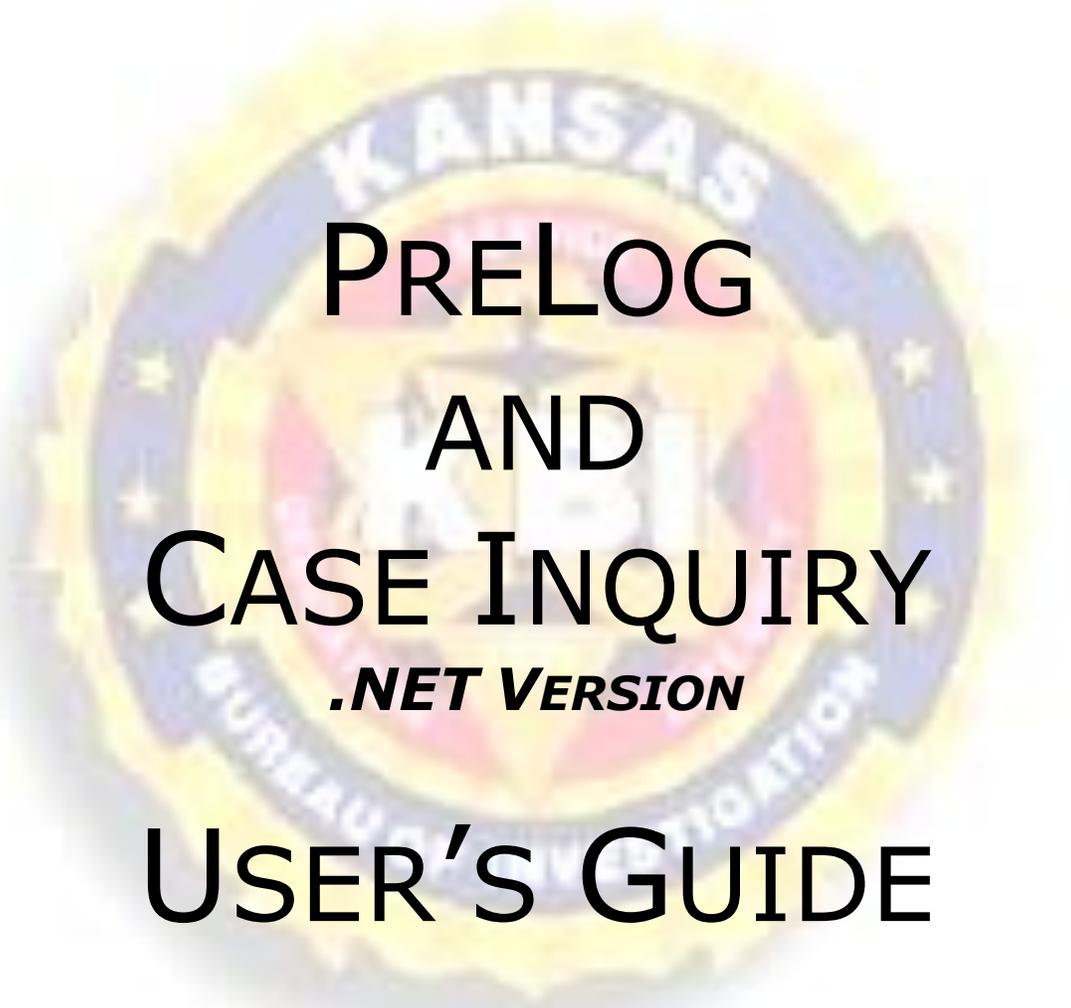




KBI Forensic Science Laboratory

A large, faded watermark of the KBI logo is centered on the page, serving as a background for the title text.

**PRELOG  
AND  
CASE INQUIRY  
.NET VERSION  
USER'S GUIDE**

# Preface:

## **Evidence Prelog**

To help expedite the evidence submission process, the Evidence Prelog system is a web based system solely for the law enforcement customers of the Kansas Bureau of Investigation Forensic Science Laboratories. The system enables law enforcement agencies to “prelog” evidence submission information prior to delivery to a KBI Forensic Science Laboratory. Once completed, the agency delivers the evidence and printed packing slip to an Evidence Control Center for processing.

## **Case Inquiry**

The system also offers a Case Inquiry function, giving our customers access to specific information about the status of evidence submitted to the KBI Forensic Science Laboratories for analysis. Agencies can download copies of their Submission Receipts shortly after the evidence submittal. Copies of any completed Laboratory Reports are available for download through the Case Inquiry system shortly after the report is released by the laboratory. Both Submission Receipts and Laboratory Reports are available in PDF format for ease of printing or incorporation into your information management system.

For any questions or additional information contact the LIMS Administrator at (785) 296-1130.

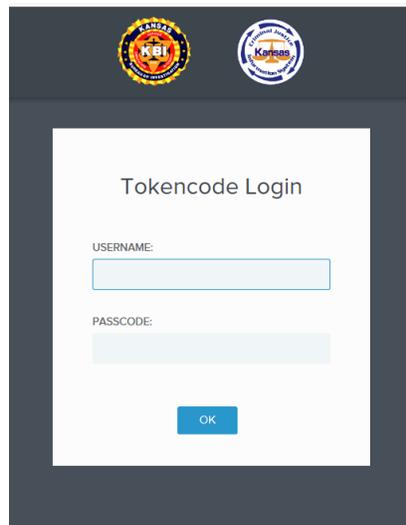
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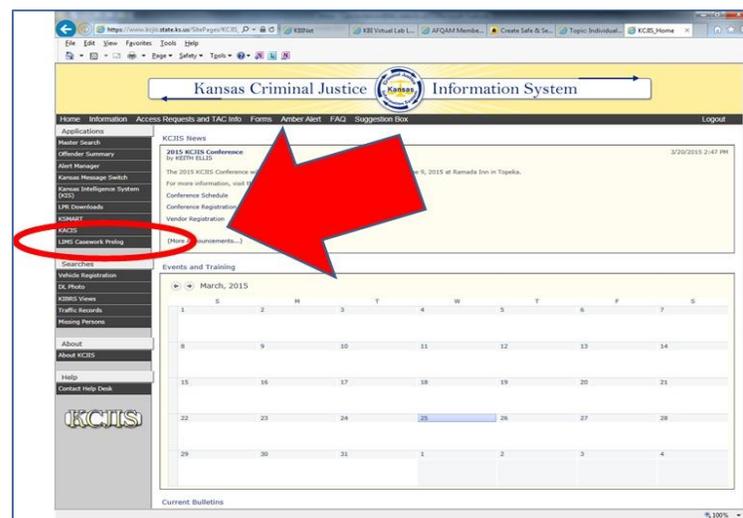
# LOGGING INTO PRELOG AND CASE INQUIRY

Users will need to access the KCJIS Portal one of two ways:

1. Through the following link: <https://kcjis.ks.gov>
  - Enter your:
    - **KCJIS User ID**
    - **KCJIS Passcode** (the passcode is your PIN + the number displayed on your token).



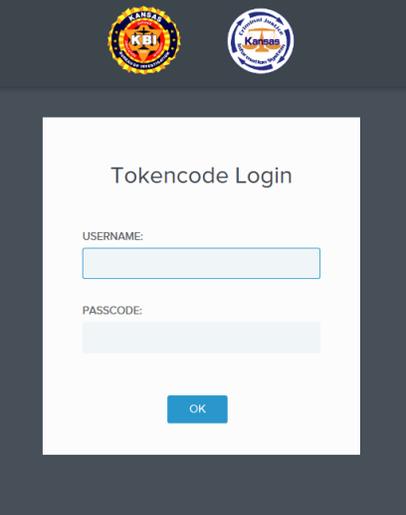
- Once logged in, on the left hand menu find/select **LIMS Casework Prelog**.



2. Or the user can enter the KCJIS portal through the following link:

<https://lims.kcjis.state.ks.us/webprelog>

- Enter your :
  - **KCJIS User ID**
  - **KCJIS Passcode** (the passcode is your PIN + the number displayed on your token).



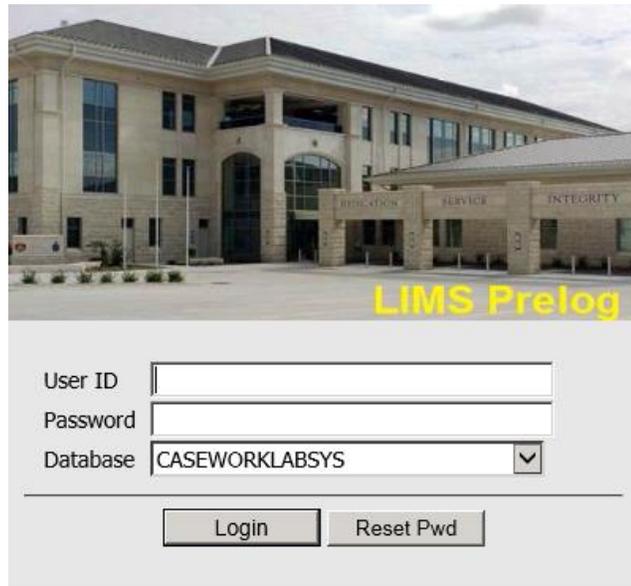
Tokencode Login

USERNAME:

PASSCODE:

OK

Once through KCJIS, users can log into the KBI Laboratory Prelog and Report Inquiry System through the following screen:



User ID

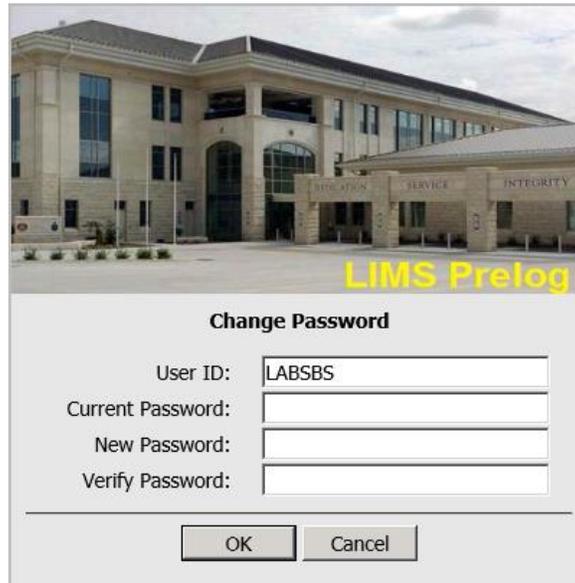
Password

Database

- Upon creation of an account the user will receive an account setup email from the KBI with log-in instructions.
  - Enter your **KCJIS User ID** in the User ID field
  - Enter your Prelog **Password** (**This is different than your KCJIS Passcode**).
    - In the account setup email there will be a *temporary password* for new users.
    - Click **Login**.
    - If it is your first time logging in, you will need to change your password.  
The following screen will appear:



- Click **OK** and the following screen will appear:



The screenshot displays a 'Change Password' dialog box overlaid on a photograph of a building. The dialog box has a title bar that reads 'Change Password'. Below the title bar, there are four labeled input fields: 'User ID' with the text 'LABSBS' entered, 'Current Password', 'New Password', and 'Verify Password'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The background image shows a large, modern building with a sign that reads 'REGISTRATION SERVICE INTEGRITY'.

- Enter your current password in the **Current Password** field.
- Enter your new password in the **New Password** field.
  - **NOTE - See new password requirements below.**
- Enter your new password a second time in the **Verify password** field.
- Select **OK**.

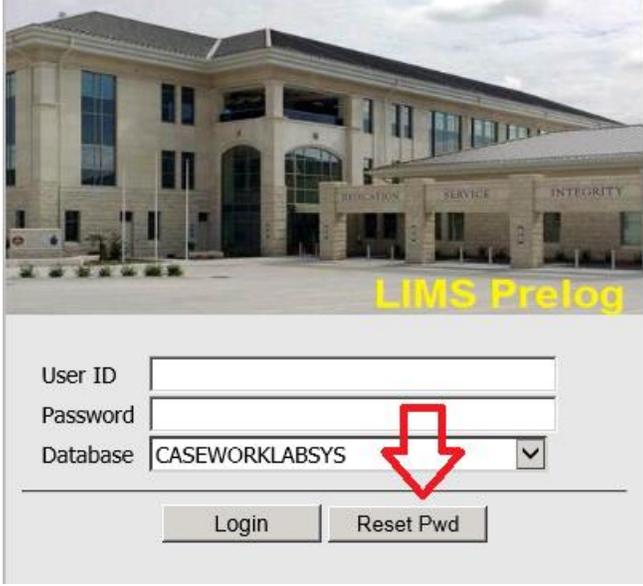
**NEW PASSWORDS REQUIREMENTS:**

- Must be at least **twelve (12)** characters long.
- Must have at least one *upper case*.
- Must have at least one *lower case*.
- Must have at least one *number*.
- Cannot repeat the previous 10 passwords.
- *Special characters* are allowed but are not required.

Every 90 days the KBI Laboratory Prelog and Case Inquiry System will require users to change their password.

## CHANGING PASSWORD

- Log into KCJIS as normal
- At the KBI Prelog and Case Inquiry System screen:
  - Click the **Reset Pwd** button.

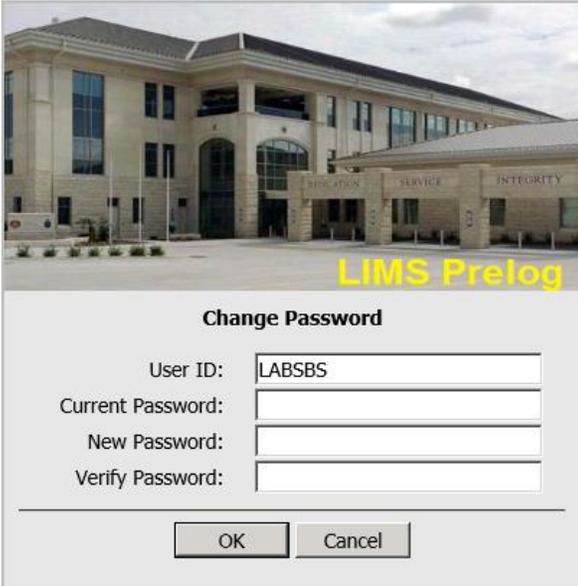


User ID

Password

Database CASEWORKLABSYS

- The following screen will appear:



**Change Password**

User ID: LABSBS

Current Password:

New Password:

Verify Password:

- Enter your current password in the **Current Password** field.
- Enter your new password in the **New Password** field.

- **NOTE - See new password requirements below.**
- Enter your new password a second time in the **Verify password** field.
- Select **OK**.

**NEW PASSWORDS REQUIREMENTS:**

- Must be at least **twelve (12)** characters long.
- Must have at least one *upper case*.
- Must have at least one *lower case*.
- Must have at least one *number*.
- Cannot repeat the previous 10 passwords.
- *Special characters* are allowed but are not required.

Every 90 days the KBI Laboratory Prelog and Case Inquiry System will require users to change their password.

# **FORGOTTEN PASSWORD**

If you forgotten you Prelog/Case Inquiry password, contact the LIMS Administrator at 785-296-1130 or [LIMSAdmin@kbi.ks.gov](mailto:LIMSAdmin@kbi.ks.gov) to request a temporary password. Once you receive your temporary password, follow the instructions for Changing Password section.

# PRELOG AND CASE INQUIRY DASHBOARD

The Prelog and Case Inquiry Dashboard will give you four main options:

**Evidence Prelog** (New Case / Find Case)

**Case Inquiry**

**Recent Reports (100 Days)**

**Recent Submissions (90 Days)**

The screenshot shows the LIMS PRELOG dashboard. At the top right, it displays user information: Department: [redacted], User Name: [redacted], Database: (ORACLE) CASEWORKLABSYS, and Version: 1.17566-NET4.0.30319. On the left is a 'MENU' with options: Dashboard, Evidence Prelog, Case Inquiry, Recent Reports (100 Days), Recent Submissions (90 Days), User Defaults, Logout, and User Info. The main content area has a 'Notice' section, followed by a 'QUICK FIND' section with dropdown menus for 'Department' and 'KBI Number', and a 'Find' button. Below that is a 'RECENTLY ACCESSED PRELOG CASES' section with a table:

Access Date	Department Name	Department Case Number
10/17/2018 14:35:01	[redacted]	[redacted]
09/25/2018 14:03:16	[redacted]	[redacted]
08/30/2018 12:39:14	[redacted]	[redacted]
08/20/2018 10:59:05	[redacted]	[redacted]

At the bottom, there is a 'Status' bar and a footer: Crime Fighter B.E.A.S.T. © 1995, 2018 Porter Lee Corporation. All rights reserved.

**Evidence Prelog** button gives you the option to create a *New Case* for submission or *Find Case* to find an existing case to enter new information (case names, items of evidence, submissions to the lab, etc.) Both options will allow you to PreLog evidence submissions for analysis at a KBI Forensic Science Laboratory.

**Case Inquiry** button allows you to view KBI Laboratory Case Information such as evidence submitted and any available submission receipts and laboratory reports.

**Recent Reports (100 Days)** Displays the cases with approved laboratory reports from the last 100 days.

**Recent Submissions (90 Days)** Displays cases created in Prelog from the last 90 days.

## **USER DEFAULTS**

User Defaults will allow you to update / change your agency's County and default Lab Code when submitting evidence.

## **USER INFO**

User Info displays the Department Code associated with your account.

# PRELOGGING EVIDENCE

To Prelog evidence, hover over **Evidence Prelog**, then select New Case or Find Case.

**LIMS PRELOG**

« **MENU**

- Dashboard
- Evidence Prelog**
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

### Evidence Prelog - New Case

Agency Name (F7) \*

Agency Case Number \*

Status

Crime Fighter B.E.A.S.T. © 1995, 2018 Porter Lee Corporation.  
All rights reserved

## NEW CASE

Select **New Case**.

**LIMS PRELOG**

**<< MENU**

- Dashboard
- Evidence Prelog ▶
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

### Evidence Prelog - New Case

Agency Name (F7) \*

Agency Case Number \*

**Status**

Crime Fighter B.E.A.S.T. © 1995, 2018 Porter Lee Corporation.  
All rights reserved

- The **Agency Name (F7)** field is pre-populated
- Enter your agency's case number in **the Agency Case Number** field
- Click **Search and Create** button

# CASE INFORMATION

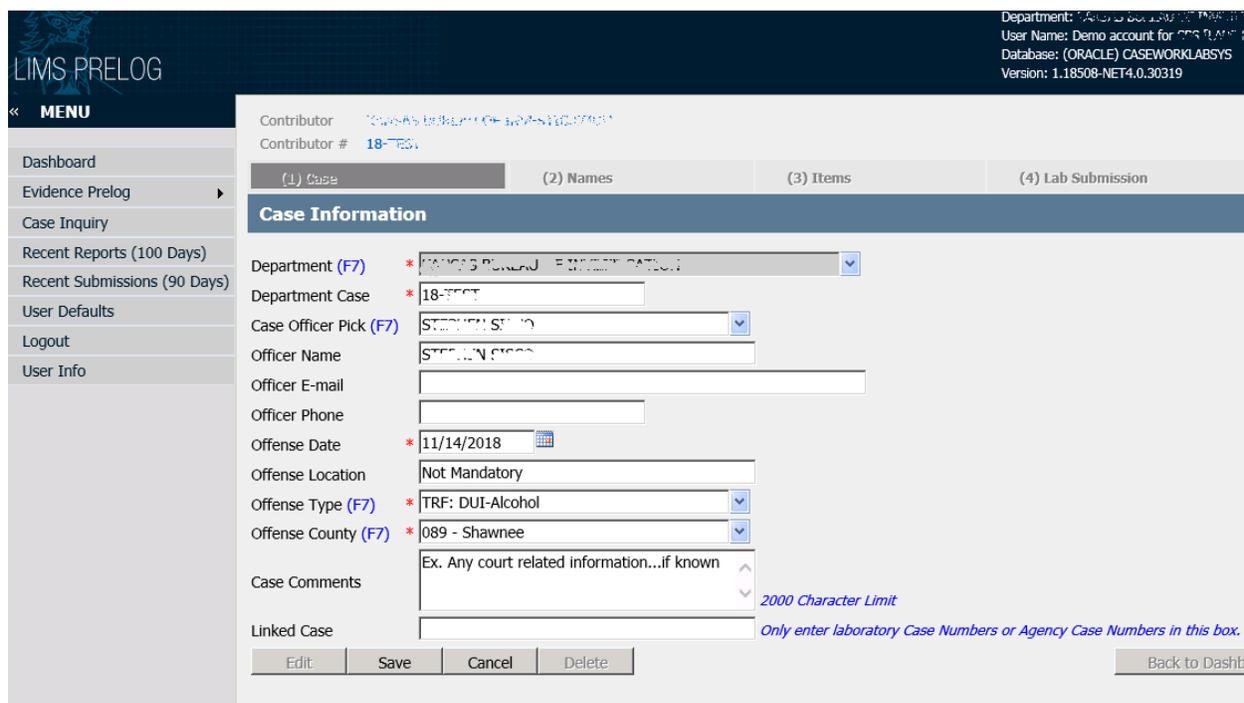
The **Case Info** tab screen will pre-populate the **Department** and **Department Case** fields. The following case information fields will need input from you:

- **Case Officer Pick (F7)** - select name from drop down list. Start typing in this field to view available officer names. You can also click  to view available names. Once the name is selected, the following information will populate: Officer Name, Officer E-mail and Officer Phone fields (**if information is available in our database**).

[Note: If the Officer Names are not available from the drop down list, please contact the [LIMS Administrator](#) to have them added.]

- **Offense Date**  
[Note: Because physical evidence custody receipts do not always have an offense date, the collection date may be used in place of an offense date.]
- **Offense Location** – Location of Offense – **Not a mandatory field**
- **Offense Type (F7)** – Select the most appropriate offense from the list. You can start typing the offense or click the F7 key or  to search for the appropriate offense.
- **Offense County (F7)** – will default to agency county
- **Case comments** - optional field: **place trial date information here.**
- **Linked Case**, if applicable.

Once all the information is entered, click the **Save** button.



Department: LAW ENFORCEMENT  
User Name: Demo account for CASEWORKLABSYS  
Database: (ORACLE) CASEWORKLABSYS  
Version: 1.18508-NET4.0.30319

Contributor: LAW ENFORCEMENT  
Contributor #: 18-TEC

(1) Case (2) Names (3) Items (4) Lab Submission

### Case Information

Department (F7) \* LAW ENFORCEMENT - EVIDENCE CONTROL

Department Case \* 18-TEC

Case Officer Pick (F7) STEPHEN STENO

Officer Name STEPHEN STENO

Officer E-mail

Officer Phone

Offense Date \* 11/14/2018

Offense Location Not Mandatory

Offense Type (F7) \* TRF: DUI-Alcohol

Offense County (F7) \* 089 - Shawnee

Case Comments Ex. Any court related information...if known  
*2000 Character Limit*

Linked Case *Only enter laboratory Case Numbers or Agency Case Numbers in this box.*

Edit Save Cancel Delete Back to Dashboard

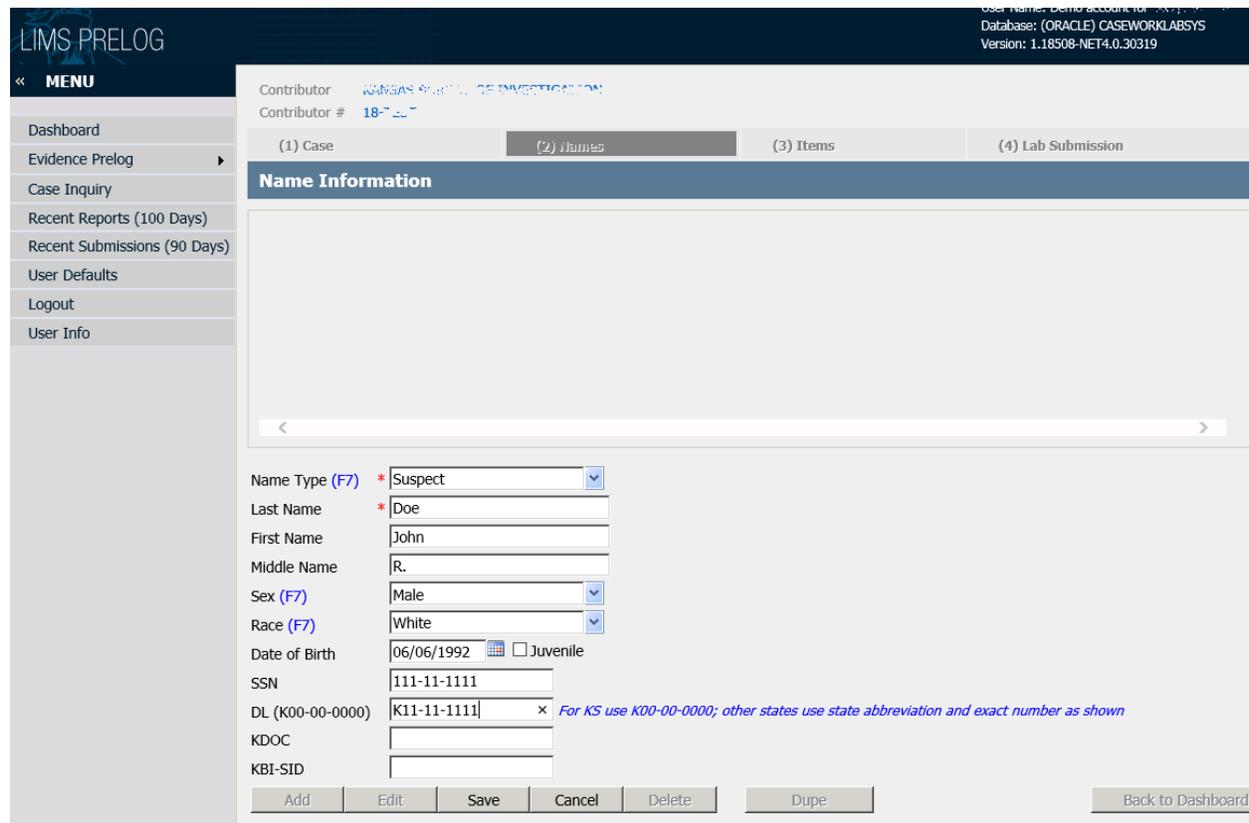
# NAMES

1. Select the **(2) Names** tab.
2. Click the **Add** button at the bottom of the form.
3. Then enter the following information (these names will be reflected on the laboratory report):

Note – Any field with (F7) or  at the end is a dropdown field, where you can start typing or click F7 to search from the list.

- **Name Type (F7)** - suspect, victim, elimination etc.
  - **Last name** - Enter **ALL** names in proper English – example **Doe**.
  - **First name**
  - **Middle name**
  - **Sex (F7)**
  - **Race (F7)**
  - **DOB** - **XX/XX/XXXX** format
  - **SSN** - **XXX-XX-XXXX**
  - **DL** - Use state's format for number – **KXX-XX-XXXX**. If from another state, add state initials then number – **MO SXXXXXXXXX**.
  - **KDOC** – If known
  - **KBI-SID** – if known
4. When completed, click the **Save** button.

Note - You will see the name you entered under the Name Information area.



The screenshot displays the LIMS PRELOG software interface. On the left is a navigation menu with options like Dashboard, Evidence Prelog, Case Inquiry, and User Info. The main area shows the 'Name Information' form for contributor 'KANSAS BUREAU OF INVESTIGATION'. The form has several fields: 'Name Type (F7)' is a dropdown set to 'Suspect'; 'Last Name' is 'Doe'; 'First Name' is 'John'; 'Middle Name' is 'R.'; 'Sex (F7)' is 'Male'; 'Race (F7)' is 'White'; 'Date of Birth' is '06/06/1992'; 'SSN' is '111-11-1111'; 'DL (K00-00-0000)' is 'K11-11-1111'; 'KDOC' and 'KBI-SID' are empty. At the bottom are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Dupe', and 'Back to Dashboard'. The top right corner shows system information: 'Database: (ORACLE) CASEWORKLABSYS' and 'Version: 1.18508-NET4.0.30319'.

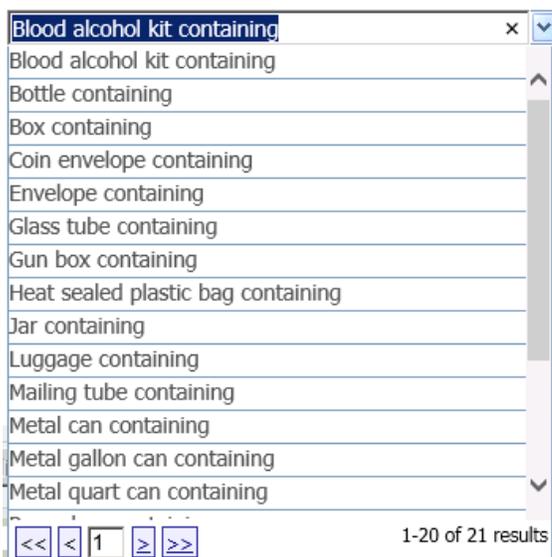
5. If you have additional names to enter, select the **Add** button and enter the information.
6. Clicking the **Dupe** button allows you to make a copy of the name entry. Should you need to enter several people with similar names, this feature will copy the data. You can then change the information which differs.
7. To edit a saved person, click on the row at the top of the screen in which that person appears. The data entry fields at the bottom of the screen will display the information on the selected person. Click the **Edit** button. Make changes. Click the **Save** button.
8. To delete a person, click on that person's row at the top of the screen and click the **Delete** button.
9. Once all the names are entered, proceed to the next tab **(3) Items** to enter the evidence for the case.

# ITEMS

1. Select the **(3) Items** tab to enter your evidence.
2. To add evidence, select the **Add** button.

Note – Any field with (F7) or  at the end, is a dropdown field where you can start typing or click F7 to search from the list.

3. **Item #** - enter your item number.
  - a. The system will default to Item #: 1.
  - b. If you have more than one item with the same number, an option would be to add an alphabetical character after your additional items, i.e. 1 then 1a and so on.
4. **Packaging (F7)** - From the drop down menu select the **Packaging Type**.



5. **Quantity** - Enter the quantity of the item(s) contained in the packaging.
6. **Item Type** – enter the item type that best describes your item of evidence ([See APPENDIX 1 - common item types for the laboratory](#)).  
[Note: The item type list is not necessarily in alphabetical order.]
7. **Description** - Add the description of your item.
8. When finished click the **Save** button to complete data entry for your item.
9. You can edit information on a saved item by clicking the **Edit** button.
10. The item can be removed by clicking the **Delete** button.

LIMS PRELOG User Name: Demo account for PRELOG  
Database: (ORACLE) CASEWORKLABSYS  
Version: 1.18508-NET4.0.30319

**MENU**

- Dashboard
- Evidence Prelog
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

Contributor: [ANALYST] INVESTIGATION  
Contributor #: 187707

(1) Case    (2) Names    (3) Items    (4) Lab Submission

**Item Information**

Item #	Packaged	Quantity	Item Type	Description
1	Blood alcohol kit containing	1	blood alcohol sample	Not Mandatory

Item Number: 1  
 Packaging (F7): Blood alcohol kit containing  
 Quantity: 1  
 Item Type (F7): blood alcohol sample [BAC]  
 Description: Not Mandatory

Add   Edit   Save   Cancel   Delete   Dupe   Back to Dashboard

[Note: If you have one of the following item types: **blood alcohol sample [BAC]**, **blood drug sample [BLDDR]**, **toxicology blood sample [BLDX]** and/or **firearm [GUN]** then **Item Attributes** are required before submission.]

11. Entering **Attributes** (only relevant for some item types):
  - a. After saving an item, select the item under the **Item Information** area. Then click the **Edit** button at the bottom of the screen.

Contributor: [ANALYST] INVESTIGATION  
Contributor #: 187707

(1) Case    (2) Names    (3) Items    (4) Lab Submission

**Item Information**

Item #	Packaged	Quantity	Item Type	Description
1	Blood alcohol kit containing	1	blood drug sample	Not Mandatory
2	Gun box containing	1	firearm	



- b. Place the cursor in the first field and click (F7) then select the appropriate box(s).

The screenshot shows a software window with a tab labeled 'Attributes'. Inside the window, there are two text fields: 'Traffic Blood Alcohol Information (F7)' and 'Traffic Accident Type Blood Alcohol Info (F7)'. A modal dialog box is open over the first field, titled 'Traffic Blood Alcohol Inform'. It contains four checkboxes: 'Driver' (checked), 'Form Not Completed', 'Non-traffic related submissio', and 'Pedestrian'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- c. Then place the cursor in the second field, select the appropriate info.

The screenshot shows a 'Select' dialog box with a list of options. The options are: 'Accident with Fatality', 'Accident with Serious Injury', 'Accident', 'Routine DUI', 'Form Not Completed', 'Non-traffic related incident', 'Other', and 'Vehicular Homicide'. Below the list are 'Ok' and 'Cancel' buttons.

- d. Click **Ok**.

e. Then click **Save** at the bottom of the screen to complete the **Attributes** process.

The screenshot shows a software interface for entering evidence attributes. On the left, there are input fields for 'Item Number' (value: 1), 'Packaging (F7) \*' (value: Blood alcohol kit containing), 'Quantity' (value: 1), and 'Item Type (F7) \*' (value: blood drug sample [BLDDRG]). Below these is a 'Description' field with the text 'Not Mandatory'. A red arrow points to the 'Save' button at the bottom. On the right, there is an 'Attributes' section with two dropdown menus: 'Traffic Blood Alcohol Information (F7)' (value: DRV) and 'Traffic Accident Type Blood Alcohol Info (F7)' (value: Routine DUI). At the bottom of the interface are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Dupe', and 'Back to Dashboard'.

12. If you have additional evidence, select the **Add** button and continue entering the evidence (**click the Save button after each item is entered**).
13. If you have additional items of the same type and packaging you can select the **Dupe** button and Prelog will select the next item number and automatically fill in the **Package** and **Type** fields.

# LAB SUBMISSIONS

Note: If you are submitting evidence to multiple KBI forensic science laboratories (due to exams requested, you will create different submissions for each laboratory. [See instructions on Additional Submissions to an Existing Case](#)

1. When all the items of evidence are entered, select the **(4) Lab Submission** tab at the top of the screen.

The screenshot displays the LIMS PRELOG web application interface. On the left is a navigation menu with options like Dashboard, Evidence Prelog, Case Inquiry, and User Info. The main content area shows a form for entering submission details. At the top right, it indicates the user is logged in as 'CASEWORKLAB' and provides database and version information. The form is titled 'Submission Information' and includes fields for 'Submission #', 'Submit To (F7)', 'Delivery Type (F7)', 'Case Synopsis', 'Date Sent', and 'Tracking #'. A 'More Info' button is located below the Tracking # field. Below the form, there are tabs for 'Requests' and 'Names'. At the bottom of the page, a row of buttons includes 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Submit', 'New Case', and 'Dashboard'.

2. Select the **Add** button at the bottom of the page.
3. **Submission #** - will pre-populate with the next submission (1 if first submission)
4. **Submit To** – if this field does not pre-populate, use the drop down menu to select the KBI Forensic Science Laboratory where you send your evidence.

- Great Bend [G]
- KBI FSC at WU [W] (Topeka Lab)
- Kansas City [K]
- Pittsburg [P]

Note: If you would like to have your default laboratory set to a specific laboratory, please contact the [LIMS Administrator](#) to enable this feature.]

Contributor **A. NORS BROADWAY INVESTIGATION**  
 Contributor # **18-TCF**

(1) Case (2) Names (3) Items (4) Lab Submission

**Submission Information** <- Prev Next -> [v]

Submission # \* 1  
 Submit To (F7) \* KBI FSC at WU [W] x [v]  
 Delivery Type (F7) \* Agent [A]  
 Case Synopsis Evidence [E]  
 Date Sent \* Great Bend [G]  
 Tracking # KBI FSC at WU [W]  
 Kansas City [K]  
 Pittsburg [P]  
 QA and Special Projects [Q]  
 Topeka [T]

More Info

**Requests** **Names**

Item #	Packaged In	Item Type	Description	Analysis Selected	Analysis
1	Blood alcohol kit containing	blood drug sample	Not Mandatory		<a href="#">Edit</a>
2	Gun box containing	firearm			<a href="#">Edit</a>

- Delivery Type** - From the drop down menu, select the method of delivery (if using a mail service insert the tracking number if known).

(1) Case (2) Names (3) Items (4) Lab Submission

**Submission Information** <- Prev Next -> [v]

Submission # \* 1  
 Submit To (F7) \* KBI FSC at WU [W] [v]  
 Delivery Type (F7) \* Certified Mail [v]  
 Case Synopsis  
 Date Sent \* 11/29/2018 [calendar]  
 Tracking # 7016 0600 0000 2892 5235

More Info

- Case Synopsis** – This field is optional (Biology’s DNA Submission Form and/or Digital Evidence Submission Forms are still **required** for biological or digital evidence exams.

7. **Date Sent** – Use the calendar feature to select the appropriate date.
8. **Tracking #** - Enter the tracking number of the parcel, when mailing evidence to the KBI Laboratory.
9. **Requests** - To enter the exams for the evidence submitted, click the **Edit** button to the right of the item type. You must do this for each item of evidence submitted.

(1) Case (2) Names (3) Items (4) Lab Submission

**Submission Information** <- Prev Next -> [v]

Submission # \* 1

Submit To (F7) \* KBI FSC at WU [W]

Delivery Type (F7) \* Certified Mail

Case Synopsis

Date Sent \* 11/29/2018

Tracking # 7016 0600 0000 2892 5235

More Info

---

**Requests** **Names**

Item #	Packaged In	Item Type	Description	Analysis Selected	Analysis
1	Blood alcohol kit containing	blood drug sample	Not Mandatory		 <a href="#">Edit</a>
2	Gun box containing	firearm			<a href="#">Edit</a>

10. For the selected item choose the exam type(s) with the **Exam 1 -4** drop down boxes (F7)
  - a. [\(See APPENDIX 2 for common exam types by the lab.\)](#)

(1) Case (2) Names (3) Items (4) Lab Submission

**Edit Submission Request**

Submission #: 1 Item #: 1 Description: blood drug sample[BLDDRG]:Not Mandatory

Select up to 4 examination codes for the item listed above. Select save when finished.

Examination 1 (F7) Blood Alcohol

Examination 2 (F7)

Examination 3 (F7) Arson

Examination 4 (F7) Biological Fluid/Stain Examination

Blood Alcohol  
 Blood Drug  
 Blood Stain Pattern Anal.  
 Carbon Monoxide  
 Clandestine Labs  
 Controlled Substance  
 DFSA

11. Select the **Save** button.
12. Complete the above process for all the items of evidence.

Requests		Names			
Item #	Packaged In	Item Type	Description	Analysis Selected	Analysis
1	Blood alcohol kit containing	blood drug sample	Not Mandatory	EX1:Blood Alcohol EX2:Blood Drug	<a href="#">Edit</a> <a href="#">Dupe</a>
2	<b>Gun box containing</b>	<b>firearm</b>		<b>EX1:Firearms</b>	<a href="#">Edit</a> <a href="#">Dupe</a>

13. When finished adding exams under the **Request** section, click the **Submit** button.

Submission # \*

Submit To (F7) \*  ▼

Delivery Type (F7) \*  ▼

Case Synopsis

Date Sent \*  📅

Tracking #

Prelog Case successfully submitted.

Requests		Nam			
Item #	Packaged In	Item Type	Description	Analysis Selected	
1	Blood alcohol kit containing	blood drug sample	Not Mandatory	EX1:Blood Alcohol EX2:Blood Drug	
2	<b>Gun box containing</b>	<b>firearm</b>		<b>EX1:Firearms</b>	

14. Another window will pop-up with your Packing Slip.

# PRELOG PACKING SLIP

- Print the Prelog Packing Slip Receipt and bring it along with the evidence to your KBI Evidence Control Center for processing.
  - If you are mailing the evidence, include the packing slip with your evidence.

The screenshot displays the LIMS PRELOG web interface. On the left is a navigation menu with options like Dashboard, Evidence Prelog, Case Inquiry, and User Info. The main area shows submission details for a case from the Kansas Bureau of Investigation (KBI FSC at WU) dated 11/29/2018. The submission includes a blood alcohol kit and a gun box. A 'More Info' button is visible. On the right, a PDF of the 'Laboratory Analysis Electronic Packing Slip' is displayed, containing case information, submission details, and a table of analysis requests.

**Submission Information**

Contributor: KANSAS BUREAU OF INVESTIGATION  
 Contributor #: 18-TEST

(1) Case (2) Names (3)

**Submission Information** <- Prev Next -> 1 - 11/29/2018 To:

Submission # \* 1  
 Submit To (F7) \* KBI FSC at WU [W]  
 Delivery Type (F7) \* Certified Mail  
 Case Synopsis  
 Date Sent \* 11/29/2018  
 Tracking # 7016 0600 0000 2892 5235  
 More Info

**Requests** **Names**

Item #	Packaged In	Item Type	Description
1	Blood alcohol kit containing	blood drug sample	Not Mandatory
2	Gun box containing	firearm	

**Laboratory Analysis Electronic Packing Slip**

Case Information  
 Sent electronically to Lab ( 11/29/2018 @ 16:34 )  
 KBI FSC at WU

Department Case: 18-TEST Submission #1  
 Department: KANSAS BUREAU OF INVESTIGATION / User Name:  
 Department Case: 18-TEST  
 Submission Number: 1  
 Officer Name: STEPHEN SEED  
 Officer Email:  
 Officer Phone:  
 Offense Date: 11/14/2018  
 Offense Location: Not Mandatory  
 Offense Type: 701: 502-Alcohol  
 Offense County: 093 - Shawnee  
 Case Comments: Ex. Any court related information, if known  
 Case Reference:

Submission Information  
 Crime Scene Number:  
 Crime Scene Location:  
 Delivery Type: Certified Mail  
 Comments:  
 Date Sent: 11/29/2018

Name Information

Name Type	Full Name	Sex	Race	Date of Birth
suspect	Doe, John R.	Male	White	1/1/1982

Analysis Request Information

Item #	Package	Item Type	Item Description	Exam Requests
1	Blood Alcohol kit containing	blood drug sample	Not Mandatory	Blood Alcohol
2	Gun box containing	firearm		Firearms

# ADDITIONAL SUBMISSIONS TO AN EXISTING CASE

1. Log into the program and check the Dashboard. If your additional submission is on a recent case is will show up under RECENTLY ACCESSED PRELOG CASES.

The screenshot shows the LIMS PRELOG dashboard. On the left is a 'MENU' sidebar with options: Dashboard, Evidence Prelog, Case Inquiry, Recent Reports (100 Days), Recent Submissions (90 Days), User Defaults, Logout, and User Info. The main content area has a 'Notice' section, followed by a 'QUICK FIND' section with a dropdown for 'Contributor' (set to 'KANSAS BUREAU OF INVESTIGATION') and a 'Contributor #' input field, with a 'Find' button below. Below that is the 'RECENTLY ACCESSED PRELOG CASES' section, which is highlighted with a red arrow. It contains a table with the following data:

Access Date	Department Name	Department Case Number
11/29/2018 14:59:19	KANSAS BUREAU OF INVESTIGATION	18-1111
11/27/2018 15:36:00		18-T-1111
11/27/2018 15:35:17		18-T-1111
11/09/2018 11:01:50		18-1111
11/08/2018 11:26:27		18-1111

2. If not, click the **Find Case** button under **Evidence Prelog**.

The screenshot shows the LIMS PRELOG dashboard with the 'Evidence Prelog' menu item selected. A sub-menu is open, showing 'New Case' and 'Find Case' buttons. A red arrow points to the 'Find Case' button. Below the menu is the 'QUICK FIND' section with the same 'Contributor' dropdown and 'Contributor #' input field as in the previous screenshot, with a 'Find' button below. Below that is the 'RECENTLY ACCESSED PRELOG CASES' section, which is partially visible with its table header:

Access Date	Department Name	Department
-------------	-----------------	------------

You can find a case via three methods:

- **Case Number**
  - By default this screen allows you to inquire on a Case Number under the **(1) Case Number** tab. Enter your agency case number in the **Department Case** field.
- **Case Names**
  - To inquire on the name of a subject or victim, click on **(2) Case Names** tab.
- **Items**

To inquire on an Item, click on **(3) Items** tab

Department Case #	Case Officer	Offense Date	Offense Location
TEST-18	STEPHEN SISCO	10/16/2018	
test123		06/14/2006	
TEST150716		07/16/2015	
TEST111		08/19/2008	Main St
TEST22		08/19/2015	
TEST150721B		07/21/2015	

3. Clicking on the case will take you into that case’s Case Information tab.
4. If you have additional names to add to the case, select **(2) Names** tab and enter the names into the case.
5. Click the **(3) Items** tab to enter the additional items you wish to submit to the laboratory for examination. You will notice the items from previous submissions will appear.
6. Click **Add** to add items. After entering the information, click **Save**. [See instructions on Adding Items.](#)
7. Click on the **(4) Lab Submission** tab at the top of the screen.

[Note: under **(4) Lab Submission** you will see a larger field next to the <- Prev Next -> buttons at the top of the screen, informing you of the submissions already entered.]

Contributor **KANSAS BUREAU OF INVESTIGATION**  
 Contributor # **TEST-18**

**(1) Case**      **(2) Names**      **(3) Items**      **(4) Lab Submission**

**Submission Information** <- Prev    Next ->    1 - 10/29/2018 To: KBI FSC at WU

Submission # \* 1

Submit To (F7) \* KBI FSC at WU [W]

Delivery Type (F7) \* Certified Mail

Case Synopsis

Date Sent \* 10/29/2018

Tracking # 123TEST123

More Info



8. To add additional submissions, click the **Add** button.
9. Enter the information in the fields at the top of the form for your new submission. [See instructions on Lab Submissions.](#)

**Submission Information** <- Prev    Next ->    1 - 11/29/2018 To: KBI FSC at WU

Submission # \* 2

Submit To (F7) \* KBI FSC at WU [W]

Delivery Type (F7) \* Certified Mail

Case Synopsis

Date Sent \* 11/29/2018

Tracking # 123 465 49 7987 46546 131

More Info

---

**Requests**      **Names**

Item #	Packaged In	Item Type	Description	Analysis Selected	Anal
1	Blood alcohol kit containing	blood drug sample	Not Mandatory		
2	<b>Gun box containing</b>	<b>firearm</b>			
3	Plastic bag containing	substance	White Substance		

<

Add    Edit    Save    Cancel    Delete    Submit    Print Packing Slip    New Case    Das

- Click the **Edit** button, to the right of the new item(s) to enter exams, for any of the items associated with the additional submission.

Requests		Names			
Item #	Packaged In	Item Type	Description	Analysis Selected	Analysis
1	Blood alcohol kit containing	blood drug sample	Not Mandatory		<a href="#">Edit</a> <a href="#">Dupe</a>
2	<b>Gun box containing</b>	<b>firearm</b>			<a href="#">Edit</a> <a href="#">Dupe</a>
3	Plastic bag containing	substance	White Substance		<a href="#">Edit</a> <a href="#">Dupe</a>



- For the selected item choose the exam type(s) with the **Exam 1 -4** drop down boxes
  - (See [APPENDIX 2 for common exam types by the lab.](#))

(1) Case	(2) Names	(3) Items	(4) Lab S...
----------	-----------	-----------	--------------

### Edit Submission Request

Submission #: 2 Item #: 3 Description: substance[SUB]:White Substance

Select up to 4 examination codes for the item listed above. Select save when finished.

Examination 1 (F7)

Examination 2 (F7)

Examination 3 (F7)

Examination 4 (F7)

- Select the **Save** button.
- Once all of the items and exams have been selected, click the **Submit** button to save the additional submission.

**Submission Information** <- Prev Next -> 2 - 11/29/2018 To: KBI FSC at WU

Submission # \* 2

Submit To (F7) \* KBI FSC at WU [W]

Delivery Type (F7) \* Certified Mail

Case Synopsis

Date Sent \* 11/29/2018

Tracking # 123 465 49 7987 46546 131

More Info

---

**Requests** **Names**

Item #	Packaged In	Item Type	Description	Analysis Selected	Analysis
1	Blood alcohol kit containing	blood drug sample	Not Mandatory		<a href="#">Edit</a> <a href="#">Dupe</a>
2	Gun box containing	firearm			<a href="#">Edit</a> <a href="#">Dupe</a>
3	<b>Plastic bag containing</b>	<b>substance</b>	<b>White Substance</b>	<b>EX1:Controlled Substance</b>	<a href="#">Edit</a> <a href="#">Dupe</a>

< >

Add Edit Save Cancel Delete **Submit** New Case Dashboard

14. Click the **OK** button to submit the additional submission.

**(1) Case** **(2) Names** **(3) Items** **(4) Lab Submission**

**Submission Information** <- Prev Next -> 2 - 11/29/2018 To: KBI FSC at WU

Submission # \* 2

Submit To (F7) \* KBI FSC at WU [W]

Delivery Type (F7) \* Certified Mail

Case Synopsis

Date Sent \* 11/29/2018

Tracking # 123 465 49

More Info

Click [OK] to submit this evidence to the lab for analysis.

OK Cancel

**Requests** **Names**

Item #	Packaged In	Item Type	Description	Analysis Selected
1	Blood alcohol kit containing	blood drug sample	Not Mandatory	

15. A pop-up window will remind you to print out the packing slip. [See instructions on the Prelog Packing Slip.](#)

LIMS PRELOG

**MENU**

- Dashboard
- Evidence Prelog
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

Contributor: **KANSAS BUREAU OF INVESTIGATION**  
 Contributor #: **187887**

(1) Case (2) Names (3) Item

**Submission Information** <- Prev Next -> 2 - 11/29/2018 To: KBI F

Submission # \* 2  
 Submit To (F7) \* KBI FSC at WU [W]  
 Delivery Type (F7) \* Certified Mail

Case Synopsis

Date Sent \* 11/29/2018  
 Tracking # 123 465 49

More Info

**Prelog Case successfully submitted.**

Requests

Item #	Packaged In	Item Type	Description
1	Blood alcohol kit containing	blood drug sample	Not Mandatory
2	Gun box containing	firearm	

OK

FX1:Controlled Substance

http://kcjs08/plcprelog/PLCWebCommon/PDFView.aspx - In...

Laboratory Analysis Electronic Packing Slip

Case Information  
 Sent electronically to Lab ( 11/29/2018 @ 16:18 )  
 CSI Case # 2018

Department Case: 18-TEST Submission #2

Department: KANSAS BUREAU OF INVESTIGATION / User Name:  
 Department Case: 18-1937  
 Submission Number: 2  
 Officer Name: STEPHEN SEDCO  
 Officer Email:  
 Officer Phone:  
 Offense Date: 11/14/2018  
 Offense Location: Not Mandatory  
 Offense Type: THF: 303-Alcohol  
 Offense County: 091 - Shawnee  
 Case Comment: Ex. Any court-related information, if known  
 Case Reference:

Submission Information  
 Crime Scene Number:  
 Crime Scene Location:  
 Delivery Type: Certified Mail  
 Comments:  
 Date Sent: 11/29/2018

Name Information

Name Type	Full Name	Sex	Race	Date of Birth
Case#1	Steph Sedco	M	White	04/19/1972

Analysis Request Information

Item #	Package	Item Type	Item Description	Exam Request
1	Plastic bag substance	White Substance	White Substance	Controlled Substance

11/29/2018

Edit Dupe

16. Submit the packing slip with the evidence to the KBI Forensic Science Laboratory for examination.

# PRELOG CASE SEARCH

1. From the Dashboard, from the Evidence Prelog menu select the **Find Case** button

IMS PRELOG

USER NAME: Demo account for SAS (DAB505)  
DATABASE: (ORACLE) CASEWORKLABSYS  
VERSION: 1.18839-NET4.0.30319

**MENU**

- Dashboard
- Evidence Prelog**
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

**Evidence Prelog - Find Case**

New Case

**CASE NUMBER** (2) CASE NAMES (3) ITEMS

Department Case   Partial

Offense County (F7)

Search Clear Back to Dashboard

2. Search for your previously entered Prelog Case.

From this screen you can search by:

- **Case Number**
  - By default this screen allows you to inquire on a Case Number under the **(1) Case Number** tab. Enter your agency case number in the **Department Case** field.
- **Case Names**
  - To inquire on the name of a subject or victim, click on **(2) Case Names** tab.
- **Items**
  - To inquire on an Item, click on **(3) Items** tab.

## Tips on Querying

- A wildcard (the percent sign: %) can be used to broaden a query.
  - To query all case numbers beginning with the "15" prefix, enter 15% in the Department Case field.
  - To query all case numbers ending with "15", enter %15 in the Department Case field.
- To run a query using only a partial amount of data for the case number, add a check to the **Partial** box to the right of the **Department Case** field, then input the partial data. This provides results with the partial data in the Case number.

IMS PRELOG User Name: Demo account for SBS [LABSBS]  
Database: (ORACLE) CASEWORKLABSYS  
Version: 1.18839-NET4.0.30319

**MENU**

- Dashboard
- Evidence Prelog
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

**Evidence Prelog - Find Case**

(1) CASE NUMBER	(2) CASE NAMES	(3) ITEMS
Department Case <input type="text" value=""/> <input type="checkbox"/> Partial Offense County (F7) <input type="text" value=""/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Back to Dashboard"/>		
<input type="text" value=""/>		

The cases that match your query will appear in the **Select a Case** section.

(1) CASE NUMBER	(2) CASE NAMES	(3) ITEMS
Department Case <input type="text" value="test"/> <input type="checkbox"/> Partial Offense County (F7) <input type="text" value=""/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Back to Dashboard"/>		
<input type="text" value=""/>		
Department Case #	Case Officer	Offense Date
TEST-18	STEPHEN SISCO	10/16/2018
test123		06/14/2006
TEST150716		07/16/2015
TEST111		08/19/2008
TEST22		08/19/2015
TEST150721B		07/21/2015
<input type="text" value=""/>		

3. Select the case you want to open by clicking on the case number.  
The case is brought up with all of the case information.
4. You can click the **Edit** button to make any changes needed before you submit the evidence for your first or subsequent submissions. [See instructions on Additional Submissions to an Existing Case](#)

- « MENU
- Dashboard
- Evidence Prelog
- Case Inquiry
- Recent Reports (100 Days)
- Recent Submissions (90 Days)
- User Defaults
- Logout
- User Info

Contributor **KANSAS BUREAU OF INVESTIGATION**  
Contributor # **TEST-18**

- (1) Case**
- (2) Names
- (3) Items
- (4) Lab Submission

### Case Information

Department (F7) \* **KANSAS BUREAU OF INVESTIGATION**

Department Case \* **TEST-18**

Case Officer Pick (F7) **STEPHEN SIGCC**

Officer Name **STEPHEN SIGCC**

Officer E-mail

Officer Phone

Offense Date \* **10/16/2018**

Offense Location

Offense Type (F7) \* **TRF: DUI-Alcohol**

Offense County (F7) \* **089 - Shawnee**

Case Comments

Linked Case

2000 Character Limit

Only enter laboratory Case Numbers or Agency Case Numbers in this box.

- Edit
- Save
- Cancel
- Delete
- Back to Dashboard

# CASE INQUIRY

The Case Inquiry screen is used to:

- View Case Information
- Download Evidence Receipts
- Download Available Reports

Once logged into the KBI Prelog and Case Inquiry System, from the **Dashboard**, select the **Case Inquiry** button.

The screenshot shows the LIMS PRELOG Case Inquiry screen. On the left is a menu with options: Dashboard, Evidence Prelog, Case Inquiry, Recent Reports (100 Days), Recent Submissions (90 Days), User Defaults, Logout, and User Info. The main content area is titled 'Case Inquiry' and contains the following search criteria:

- Department (F7): A dropdown menu showing 'KANSAS BUREAU OF INVEST'.
- Location: An empty text input field.
- Department Case Number: An empty text input field.
- Last Name: An empty text input field.
- Lab Case Number: An empty text input field.
- Case Officer: An empty text input field.
- Date Completed From: A date picker.
- First Name: An empty text input field.
- Case Type: A dropdown menu.
- To: A date picker.

Additional search options include checkboxes for 'Partial Number Search', 'Soundex', and 'Completed Reports Only'. At the bottom of the search area are three buttons: 'Search', 'Clear', and 'Back to Dashboard'.

1. Enter the agency case number in the **Department Case Number** field and click the **Search** button at the bottom of the screen.

Department (F7)

Department Case Number

Location

Last Name  First Name   Soundex

Lab Case Number   Completed Reports Only

Case Officer  Case Type

Date Completed From  To

Case Name	Total Reports Online	Department Name	Department Case #	Lab Case	Case Date	Case Type
S- Perkins, Steven Edward	0	KANSAS BUREAU OF INVESTIGATION	KBI18-115	W18-01170	09/18/2018	Other / Unavailable
V- Kelly, Stanley Jay	3	KANSAS BUREAU OF INVESTIGATION	KBI18-278	W18-03170	06/13/2018	Homicide
A- Khan, Myrna	1	KANSAS BUREAU OF INVESTIGATION	KBI18-347	G18-01109	07/24/2018	Homicide
S- Warren, John	0	KANSAS BUREAU OF INVESTIGATION	KBI18-144	G18-01278	04/24/2018	Controlled Substances
S- Cook, Courtney	0	KANSAS BUREAU OF INVESTIGATION	KBI18-126	G18-01109	04/26/2018	Controlled Substances

- The case will show up below the **Search Results** header.
- Double-click on the case to open the case.

The case details screen gives you an overview of the following information:

- Case Information
- Reports Available for Download
- Pending Assignments
- Submissions
- Case Names
- Case Items
- Names Associated with the Case

Department Case #   
 Department Name   
 Lab Case Number   
 Case Officer   
 Case Type   
 Offense Date   
 Office Location   
 Offense Type

**Approved Reports**

Report #	Section	Analyst Name	Date Completed	
1	C		06/25/2018	<input type="button" value="Print"/>
2	C		06/25/2018	<input type="button" value="Print"/>
3	C		12/12/2017	<input type="button" value="Print"/>

**Pending Assignments**

No records found.

**Submissions**

Received Date	Department #	Lab Case #	Submission #	Tracking #	Case Type	
03/16/2018						<input type="button" value="Receipt"/>
04/17/2018						<input type="button" value="Receipt"/>
04/17/2018						<input type="button" value="Receipt"/>



- To download a KBI Evidence Receipt from an evidence submission, select the **Receipt** button under the **Submissions** section.

**Case Information**

Department Case #

Department Name

Lab Case Number

Case Officer

Case Type

Offense Date

Office Location

Offense Type

---

**Approved Reports**

Report #	Section	Analyst Name	Date Completed	
1	C	Analyst Name	06/25/2018	<input type="button" value="Print"/>
2	C	Analyst Name	06/25/2018	<input type="button" value="Print"/>
3	C	Analyst Name	12/12/2017	<input type="button" value="Print"/>



- To view or download any available KBI Laboratory Reports for the case, select the **Print** button under the **Approved Reports** section.
- Click the **Back to Case Search** button at the bottom of the screen to return to the main Case Inquiry search screen.

# APPENDIX 1

## ITEM TYPES

\* **Bold text** refers to the commonly used item types.

### **BIOLOGY SUBMISSIONS**

bedding [BED]

biology reference sample collection kit [RSKIT]

\***blood known sample [BLDKN]**

blood unknown sample [BLDUNK]

body fluid stained item [BFS]

\***clothing [CLOTH]**

condom [CONDOM]

debris - biology [DEBRIS]

fetal tissue collection kit [FTKIT]

fingernail scrapings [FNAILS]

foreign material [FOREIGN]

gun swab [SWABG]

hair [HAIR]

head hair standard [HAIRHS]

\***known oral swab [SWABKO]**

\***oral swab [SWABO]**

\***penile swab [SWABP]**

pubic hair combings [PUBHC]

pubic hair standards [PUBHS]

\***rectal swab [SWABR]**

serum sample [SERUM]

sex toy [SEXT]

\***sexual assault evidence collection kit [RKIT]**

stain card [STA]

\***swab [SWAB]**

towel [TWL]

\***underwear [UWEAR]**

vaginal smear [SMEARV]

\***vaginal swab [SWABV]**

## **CHEMISTRY SUBMISSIONS**

**\*cigarette(s) [CIG]**

liquid [LIQ]

mushrooms [MUSH]

**\*paraphernalia [PAR]**

**\*pill(s) [PILL]**

**\*powder [PWD]**

residue [RES]

**\*substance [SUB]**

suspected alcoholic beverage [ALC]

suspected clan lab sample [CLS]

**\*vegetation [VEG]**

## **DIGITAL EVIDENCE SUBMISSIONS**

**\*cell phone [CELL]**

computer item(s) - hardware [COMP]

**\*desktop computer [CMDISK]**

digital video recorder [DVR]

**\*laptop computer [CMLTP]**

**\*removable media [DATA]**

**\*tablet computer [CMTAB]**

## **FIREARMS SUBMISSIONS**

**\*firearm [GUN]**

**\*firearm magazine [MAG]**

**\*fired bullet [FBUL]**

**\*fired cartridge case [FCC]**

fired shotgun shell [FSS]

fired shotgun wadding or pellets [FSWP]

**\*IBIS test fire(s) [TFIREI]**

item for serial number restoration [SER]

live ammunition [AMMO]

test fire(s) [TFIRE]

tool [TOOL]

toolmark cast(s) [TMCAST]

toolmark test(s) [TMTEST]

toolmarked item [TMITEM]

## **LATENT PRINTS SUBMISSIONS**

ESDA print(s) [ESDA]

image(s) [IMG]

**\*known print card(s) [PCARD]**

known shoeprint test impression(s) [SHOEI]

known tire test impression [TIREI]

**\*latent print lift(s) [LPLIFT]**

miscellaneous submission [MSC]

photograph(s) [PHOTO]

postmortem prints [POSTL]

retained latent print evidence [DVLPEV]

shoe(s) [SHOE]

shoeprint lift(s) [SHOEL]

tire [TIRE]

## **TOXICOLOGY SUBMISSIONS**

**\*blood alcohol sample [BAC]**

**\*blood drug sample [BLDDRG]**

postmortem kit [PKIT]

postmortem submission [POST]

**\*toxicology blood sample [BLDX]**

**urine drug sample [URINE]**

vitreous humor sample [VITHUM]

## **TRACE / ARSON SUBMISSIONS**

Arson Trap Sample [ARSTS]

**\*fire debris sample [ARS]**

fracture match item [FRACT]

glass fragment(s) [GLASS]

paint sample(s) [PAINT]

**\*Primer gunshot residue (P-GSR) kit [GKIT]**

## **MISCELLANEOUS ITEM TYPES**

bottle [BOT]

can [CAN]

cash - for analysis [CASHA]

cast(s) [CAST]

check(s) [CHECK]

document(s) [DOC]

exemplar(s) [EXMP]

garment for distance determination [DIS]

knife [KNIFE]

lamp/filament [FILAMENT]

Skeletal Remains - Bone [BONE]

solid [SOLID]

suspect kit [SKIT]

# APPENDIX 2

## EXAM TYPES

\***Bold text** refers to the commonly used exam types.

### **Biology**

\***Biological Fluid/Stain Examination**

\***Known Biological Sample**

\***Sexual Assault Analysis**

Touch Biological Examination

Miscellaneous Biology

### **Chemistry**

Clandestine Labs

Open Container for Alcohol

\***Controlled Substance**

Misc. Chemistry

### **Digital Evidence**

\***Digital evidence**

Regional Computer Forensic Laboratory

### **Firearm/Toolmark**

Gunshot Distance

\***Firearms**

\***IBIS/NIBIN**

Serial # Restoration

Toolmarks

Physical Fit

Misc. FA/TM

## **Latent Prints**

Footwear

**\*Latent Prints**

Tire Track

## **Crime Scene Investigation**

Blood Stain Pattern Analysis

## **Toxicology**

**\*Blood Alcohol**

Carbon Monoxide

**\*Blood Drug**

**\*DFSA**

**\*Urine Drug**

Misc. Toxicology

## **Trace**

**\*Arson**

Explosives

Glass

**\*Gun Shot Residue**

Headlamps/Filaments

Paint

Misc. Trace